

**U. S. DEPARTMENT OF COMMERCE**  
**OFFICE OF INSPECTOR GENERAL**  
**VACANCY      ANNOUNCEMENT**

Announcement No: DOCOIG-00-5  
Opening Date: June 28, 2000  
Closing Date: July 20, 2000

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o Auditor (Financial Statements)	Office of Audits
o GS-511-13	Financial Statements Audits
o Salary:	Division
GS-13: \$60,890 - \$79,155	Washington, D.C.
o Full Performance Level GS-13	
o Competitive Service Position	

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BENEFITS INCLUDE: Paid Vacation and Sick Leave, Family-Friendly  
Leave Policies, Flexible Work Schedule, Health and Life Insurance,  
Retirement, Thrift Savings Plan (401k), Developmental  
Opportunities

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WHO MAY APPLY: Status and Non-Status Applicants

RELOCATION EXPENSES: Not Authorized

TRAVEL: Local travel may involve assignments to work sites such as  
Germantown, Gaithersburg, Silver Spring, MD. Occasional travel in  
the continental United States may be required.

CONDITIONS OF EMPLOYMENT: Appointment to this position is  
contingent upon successful completion of a background  
investigation and ability to obtain and retain a security  
clearance.

DUTIES: Incumbent serves as lead auditor responsible for the  
oversight of the financial statement audit work conducted by the  
independent public accounting (IPA) firm(s) selected to perform  
audits of bureaus and other component entities within the  
Department of Commerce. The selectee serves as a part of a team  
or as the audit team leader on audits of financial statements or  
other related audits of the Department and its reporting entities.  
Selectee is responsible for planning, conducting, and/or leading  
such audits. For assigned bureaus, duties include but are not  
limited to: (1) developing, coordinating and participating in the  
various phases of the task order process that provide IPA audit  
services in response to bureau-specific audit requirements; (2)

exercising controls to ensure that all audit work performed by IPAs is analyzed for accuracy, reasonableness and sufficiency to document IPA findings, related causes, and adverse effects; (3) performing contract administration functions which include monitoring and evaluating IPA firm's performance in accordance with terms and conditions of the contract and/or task order; (4) reviewing and commenting on bureau/Department financial statements; (5) performing research and evaluation of complex accounting, auditing, and reporting issues; (6) preparing audit reports; and (7) participating in the presentation of findings to Department management.

**MINIMUM QUALIFICATION REQUIREMENTS:** Applicants must have a degree in accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by at least 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law; OR meet alternate (B) requirements of the auditing series outlined in OPM's Qualification Standards for General Schedule Positions.

In addition, applicants must have one year of specialized experience equivalent to the GS-12 level in the Federal service, that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of this position, and that is typically in or related to the work of this position.

**BASIS FOR EVALUATING CANDIDATES:** Experience, training, self-development, outside activities and awards. Performance appraisals will be given due weight prior to making a selection decision.

**QUALITY RANKING FACTORS:** Applicants should submit a separate written statement addressing each quality ranking factor listed below, including specific examples of how your experience and/or education meets each factor. Failure to address each factor could have an adverse impact upon your rating.

(1) Demonstrated experience or knowledge in applying financial auditing and reporting principles, theories, concepts, practices, and procedures applicable to federal financial statements including standards, policies, and guidance issued by the AICPA, FASAB, OMB, GAO, and the President's Council on Integrity and Efficiency.

(2) Demonstrated experience overseeing or conducting federal financial statement audits under the CFO Act of 1990 (.L.101-576) as amended by the Government Management Reform Act of 1994, sufficient to: (a) provide oversight of the

audit work performed by IPA firms on bureau financial statement audits; and (b) serve as a lead auditor or audit team member responsible for conducting various aspects of the consolidated financial statement audit of the Department.

3) Ability to lead others which includes providing advice, counsel, and instruction to team members on program, technical, and administrative matters, as well as providing feedback on members' performance to supervisory personnel.

(4) Skill in written communication for the purpose of preparing comprehensive audit documents, reports or briefing papers and oral communication for the purpose of presenting findings to and discussing recommendations with management.

(5) Licensure as a Certified Public Account (CPA) or recent demonstrated progress in becoming a CPA.

CAREER TRANSITION ASSISTANCE PLAN (CTAP) APPLICANTS: In order to be referred under the President's memorandum of September 12, 1995, all candidates must meet the three point level (well-qualified) described in the crediting plan which is comprised of the quality ranking factors.

HOW AND WHERE TO APPLY: Submit the forms specified under APPLICATION REQUIREMENTS, to: U.S. Department of Commerce, Office of Inspector General, Human Resources Management Division, Room 7713, 14th & Constitution Avenue, NW, Washington, DC., 20230.

VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION:

NOTE: More than one selection may be made under this announcement.

THIS POSITION MAY BE FILLED UNDER A COMPETITIVE EXAMINING AUTHORITY DELEGATED BY THE U.S. OFFICE OF PERSONNEL MANAGEMENT (OPM). NON-STATUS APPLICANTS WILL BE REVIEWED BY THE DELEGATED EXAMINING UNIT (DEU) INSTEAD OF OPM. STATUS CANDIDATES WHO WISH TO BE CONSIDERED UNDER BOTH THE MERIT ASSIGNMENT PROGRAM AND UNDER DELEGATED EXAMINING PROCEDURES MUST SUBMIT TWO COMPLETE APPLICATIONS. IF ONLY ONE APPLICATION IS RECEIVED, IT WILL BE CONSIDERED UNDER THE MERIT ASSIGNMENT PROGRAM.

THE DEPARTMENT OF COMMERCE (DOC) DOES NOT CONDONE OR TOLERATE DISCRIMINATION BASED ON RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, PHYSICAL OR MENTAL DISABILITY, OR SEXUAL ORIENTATION.

The OIG provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please call (202) 482-4948. The decision on granting reasonable accommodation will be on a case-by-case basis.

I. APPLICATION REQUIREMENTS:

A. All applicants must:

1. Provide a resume or application (Optional Form-612, Optional Application for Federal Employment, or other written format; e.g. SF-171) that includes information as follows as well as that requested in the vacancy announcement; failure to do so may result in loss of consideration.

2. Indicate vacancy announcement number, title, and grade(s) for consideration.

3. Provide the following personal information and appropriate supporting documentation:

- o Full name, mailing address/zip code, day and evening phone numbers

- o Social security number

- o Country of citizenship

- o Veterans preference (i.e. discharge papers [DD-214] and/or proof of 10 point veteran preference [SF-15])

- o Reinstatement eligibility; highest federal civilian grade held (include job series and dates held)

- o High school, colleges or universities attended (include name, city, state/zip code; date of diploma or GED; majors; types and year of any degrees received)

- o Paid and unpaid work experience related to the job applied for (include job title, series and grade, if federal job); duties and accomplishments; employer's name and address; supervisor's name and phone number; starting and ending dates as month and year; hours per week; salary, and indicate if contact may be made with current supervisor;

- o Job-related training courses with title and year completed

- o Job-related skills, e.g., other languages, computer software/hardware, tools, machinery, typing speed

- o Job-related honors, awards, and special accomplishments, e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates but do not send documents unless requested).

4. Apply at their own expense; applications mailed in government postage-paid envelopes will not be accepted.

5. Meet all eligibility requirements by the closing date of the vacancy announcement.

6. Be a citizen of the United States (or owe allegiance to the United States).

B. Specific Requirements:

1. Applicants who are federal employees should submit a copy of their most recent performance appraisal.

2. Current and former federal employees should submit the latest SF-50, Notification of Personnel Action, documenting their competitive status with the Federal government as proof of appointment eligibility.

3. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.

II. SPECIAL REQUIREMENTS FOR CAREER TRANSITION ASSISTANCE PLAN (CTAP) APPLICANTS:

A. Employees wishing to apply under the DOC/CTAP for Displaced Employees must submit a copy of their RIF separation notice; Certification of Expected Separation or other "surplus employee" documentation.

B. Applicants wishing to apply under the Interagency CTAP for Displaced Employees must submit a copy of one of the following: 1) their RIF separation notice; 2) documentation

showing they were separated as a result of declining a transfer of function or directed reassignment to another commuting area; 3) official certification from an agency stating that it cannot place an individual whose injury compensation has been or is being terminated; 4) official notification from OPM that an individual's disability annuity has been or is being terminated; or 5) official notification from the DOD or National Guard Bureau that employee has retired under 5 U.S.C. 8837(h) or 8456.

### III. GENERAL INFORMATION:

A. Applications will not be returned to applicants.

B. Only selectees will be notified as to the results of a vacancy announcement. Applicants seeking information on the status of a vacancy should call 202/482-4948.

C. For copies of this announcement you may access the internet at <http://www.usajobs.opm.gov/>. General information on the Office of Inspector General may be found at <http://www.oig.doc.gov>.

D. If a vacancy is for a supervisory or managerial position, the selectee may have to serve a supervisory/managerial probationary period.

E. A temporary or term promotion made through a vacancy announcement may be converted to a permanent promotion without further competition. (This implies no promise or guarantee of a permanent promotion.)

F. If a vacant position is filled at a grade below the full performance level, the selectee may be promoted without further competition. (This implies no promise or guarantee of promotion.)

G. Qualification requirements in the vacancy announcement are based on the OPM Operating Manual: Qualification Standards for General Schedule Positions; it is available for review in most federal personnel offices.

H. Privacy Act requirements (PL 93-579): The application information prescribed is used to determine qualification for promotion, reassignment, or employment and is authorized under Title 5, U.S.C. Sections 3302 and 3361.

I. The Merit Assignment Plan is available for review at the Human Resources Management Office address listed in the announcement under "How and Where to Apply."